

VAN BUREN/CASS COUNTY DISTRICT HEALTH DEPARTMENT

TEMPORARY FOOD SERVICE

APPLICATION FILING INSTRUCTIONS

I - APPLICATION:

- Any person can apply for a temporary food license for another person, group or organization. However, a representative for that food service operation must be established as a contact person (person-in-charge), and be on-site during all hours of food operation. The representative's name, address, and phone number must be clearly indicated on the temporary food service application.
- Permits received without complete information will not be accepted.
- All vendors who knowingly participate in an annual or scheduled event shall submit a food application at least 30 days before the date planned for operating a temporary food establishment. Nevertheless, applications may be accepted if received **NOT LESS THAN FIVE (5) WORKING DAYS** prior to the first day of food service operations (we are not responsible for electronic or manual delivery services). Some special circumstances may be warranted after this time period but **fees will be doubled**. No license application will be accepted within 48 hours of any food event or operation, where the Department has not received a suitable acknowledgement of operation and staff is unavailable to conduct a pre-opening evaluation.

II - LICENSING:

- Temporary licenses will be issued to one specific fixed location for up to fourteen (14) consecutive days (no license shall exceed the fourteen day limitation). Additionally, consecutive licenses shall not be issued to the same vendor (owner, operator, DBA, or person) for the same location (address, lot, space, or area) in accordance with Section 289.4103(6) of the Food Law (Act 92). Transient food operations require mobile or special transitory food licenses.
- Licenses will be issued only after a pre-opening inspection by the Environmental Health Division has found the food operation to be in compliance the Food Law and rules governed by the Michigan Modified Food Code (2009). **** It is your sole responsibility to make sure that the permit application has been received and approved by the Department prior to food operations. ****
- Temporary food operations not complying with food sanitation requirements required by Law (see check list) will have their permits revoked, and ordered to cease the food operation.
- Additional requirements may be ordered by the Department or his/her designated agent should condition(s) endanger public health.

III - FEE:

- Temporary food license fee: \$140.00
- Non-profit (501-C3) organizations will be assessed a license fee: \$90.00 (tax id number required)
- No Refunds will be accepted if the Department was not notified at least 24 hours before the day of the event
- Payable to: VBCDHD

Mail Applications To:

Van Buren County
260 South Street
Lawrence, MI 49064

Cass County
302 South Front Street, Suite A
Dowagiac, MI 49047